

RI Department of Behavioral Healthcare, Developmental Disabilities and Hospitals  
Division of Developmental Disabilities  
Frequently Asked Questions  
8/25/11

Please send all questions to Monica Pacheco at [mpacheco@bhddh.ri.gov](mailto:mpacheco@bhddh.ri.gov)

Q. When are SIS completed?

A. The Department has prioritized that SIS will be completed for all new individuals requiring service. The next priorities are the 1000 SIS that are a cross-section of the DD population and SIS for individuals who are currently in the system who have had a major life change. In the next couple of weeks, there will be a Major Life Change request form. The form will be reviewed by a committee once a week and the committee will inform the individual if a SIS is to be scheduled. If no Major Life change is identified, the SIS will be completed as we roll out administering SIS for 4500 individuals over the next 3 years.

Q. When do I request that a SIS be completed?

A. If you believe that an individual has had a major life change, please fill out the Major Life Change form which will be available in the next couple of weeks. After the committee reviews the form, the individual and agency will be notified if the SIS will be scheduled prior to the administration of the 1000 SIS.

Q. Will the SIS change the anniversary date?

A. No

Q. Does the IISP take the place of the Support Agreement?

A. Yes.

Q. When do I send in the IISP?

A. For participants who currently receive services, the IISP documents should be sent into the Division 45 days prior to the anniversary date.

For individuals who are new to the system, an IISP must be submitted to authorize services for up to 90 days. After 60 days of first receiving services, an ISP shall be submitted to the Division for approval.

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Q. Who is involved in the processing of the IISP?

A. The IISP must be developed with the input of the Participant and all agencies providing services. The Department will review and approve, deny or ask further questions as needed.

The ISP/IISP's will primarily be conducted during business hours and scheduling should include all those participating in the plan including the DD social worker.

Q. Is the Purchase Order filled out quarterly?

A. Yes, the Purchase Order should be filled out for each quarter of the plan year. For example, if a plan begins on August 1, there will be 5 Purchase Orders submitted with the plan – 8/1-9/30, 10/1-12/31, 1/1-3/31, 4/1-6/30, 7/1-7/31. If an individual would like to budget services equally over the course of the plan year, one Purchase Order may be filled out and the check box just above the signature line should be checked.

Q. Can an agency staff person other than the Executive Director sign the IISP and Purchase Orders?

A. Yes, but the Executive Director must send in a list of agency employees who are authorized to sign in his/her place.

Q. Where do I send the IISP and Purchase Order?

A. Please send these documents and the new cover sheet to Leslie Ramos, DDD, Simpson Hall, 14 Harrington Rd, Cranston, RI 02920.

Q. What do I do if there is an error in the Purchase Order spreadsheets?

A. Please email Monica Pacheco with the tab and cell that has an error.

Q. How will we be notified if a plan has been approved?

A. A quarterly authorization will be sent to the individual and agency based on the approved purchase order.

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Q. Will balances from authorizations be carried forward to the next quarter?

A. No. As a rule, balances will not be carried forward. Individuals may request a balance to be carried forward if there are extenuating circumstances. For example, if an individual is planning to use respite in the summer but is too ill, they may request that the respite be carried forward to another quarter when it will be used.

Q. How do I bill for State-funded services?

A. If an individual is not Waiver or Medicaid eligible and has a day program, bill for the day program thru HP. If an individual has other state funded services, the STT authorizations were extended thru 12/31/11. Please send the bills to Leslie Ramos.

Q. How do I bill for shared hours? For example, if a group with a 1:3 ratio – if one person is out for a day, then should you bill the remaining two people at a 1:2 ratio? This would thereby over-utilize their funding.

A. If an individual is absent one day, you may continue to bill at the 1:3 ratio. Again, the staffing ratios were built on averages. Please see the shared hours document on the BHDDH website which was discussed at the last meeting.

Q. Billing for July was not paid, what do I do?

A. We continue to process corrections to authorizations. Claims that are submitted to HP may suspend. If this occurs, you do not have to bill again. The claim will automatically pay if the authorization is sent over to HP within 30 days. You must rebill HP if the claim denies.

Q. Is the Day Program based on 260 days or 250 days?

A. The Day Program is based on 250 days.

Q. Can HP send out an FAQ for billing?

A. Yes.

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Q. May I use time sheets with an electronic signature for documentation of services provided?

A. Yes, be sure that the electronic signature adheres to FASB/AICPA standards.

Q. When will the new rates effective October 1 be published?

A. The new rates will be published by September 1. Agencies will need to update their billing rates to insure billing accurate billing for October services.

Q. Are there any changes to the FY 2012 cost report?

A. BHDDH is open to suggestions about this. Since the fiscal year has already begun, we can keep the cost report the same if that's easier for most agencies.